



Artist Project Grant FY23

Applications are due by 5:00 p.m. on the day of the deadline

Maximum Award: \$2,500

Required Match: None

Award Cycle: July 1, 2022 to June 30, 2023

The **Artist Project Grant** assists individual artists in Maine with the creation of new work, the continuation of existing practices, and participation in professional development programs and activities. Projects can be in any artistic discipline and on any scale. Applications are due by 5:00 p.m. on the day of the deadline.

This grant is designed to help artists and individuals with their creative projects. Awards may be used for things like materials, equipment, production, installations, tours, planning, preparation, exhibition costs, documentation of work, internships, workshops, residencies, hiring other artists or assistants, etc.

Applications are encouraged from anyone who meets the eligibility requirements. Awardees of the Maine Arts Commission Apprenticeship programs are eligible to apply. Please be aware that an artist may **not** apply for the Artist Project Grant and the Springboard Grant in the same grant cycle.

If you have questions about information in the application guidelines you can go to the definitions help page at: <http://mainearts.maine.gov/pages/funding/application-definitions>

Eligibility Requirements

An applicant is eligible to apply if they meet the following criteria:

- Is an individual artist or part of an artist collective (collectives may only apply once per award cycle, using the name of an individual member)
- Has a current **Maine Arts Commission account**
- Has a State of Maine **Vendor Code** (required to receive funding)
https://mainearts.maine.gov/CMSContent/arts_grants/Grant%20Help%20Docs/Form_Vendor%20Code1.pdf
- Awarded funds will be used within the award cycle
- If applicable, has completed **Final Reports** required by the Maine Arts Commission for previous awards
- Is a current **Maine resident** who has resided full-time in Maine for at least one year immediately prior to the application deadline
- Will be a Maine resident throughout the project period
- Is 18 years of age or older by the application deadline
- Is not an enrolled student at the start of the award cycle (July 1) (Please contact the agency if you have questions)

Eligible Expenses

Awards may be used for things like materials, equipment, production, installations, tours, planning, production, preparation, exhibition costs, documentation of work, internships, workshops, residencies, hiring other artists or assistants, etc.



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Ineligible Expenses

- Debt or loan repayment
- Donations
- Equipment purchases over \$5,000
- Fundraising
- Home office or home studio rent and expenses
- Activities for which college credit is given
- Lobbying activity

Application Scoring

Grant Narrative to be completed in the Application Portal (All character counts include spaces. 2,550 characters/page)

1. Provide a brief bio of yourself and your creative work. (Max: 1,275 characters - about 175 words)
2. Explain your project, its goals, and how the funding will be used. (Max: 1,915 characters - about 250 words)
3. Explain how the funding will invite community engagement. We encourage efforts of inclusion with populations that have historically been under-resourced by arts and cultural funding due to geography, gender, race/ethnicity, disability, or socio-economic status. (Max: 1,915 characters - about 250 words)

Review Criteria

Grant applications are reviewed using the following criteria:

1. **40% = Artistic Excellence** and **artistic merit** of the project and its goals (as expressed through the answers to questions #1 and #2 and supporting uploads)
2. **35%** = Evidence that the funds will be used strategically to achieve the project's goals (as expressed through the answer to question #2 and the online budget form)
3. **15%** = Evidence of community engagement (as expressed through the answer to question #3)
4. **10%** = Application **overall quality**

To Apply

All applications must be submitted through the online **Application Portal**. Once an application is started, the applicant may make changes up until the deadline. When completed, the applicant must hit the 'Submit' button on the final page. This locks the application and makes it ready for review. The application includes an online form and attachments to be uploaded.

Online Form Requirements:

- Completed **grant narrative**
- Completed **budget form**



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Uploads - You will be able to upload up to a total of 10 pieces of support materials through the Application Portal. Some are required, others are optional. The total amount should be 10 items or fewer.

Required Attachments to be uploaded:

- Resumes, bios, or curriculum vitae for all key participants
- **Artistic samples:** This could include images, audio, or video materials (*Max. length: five minutes each*), prose samples, poetry, etc.
- (Optional) Additional information that supports the application (images, reports, letters of support, contracts, etc.)

Vendor Code – An applicant must have a current Vendor Code to receive award funds.

- **For new applicants** – Please read the **Vendor Form help information**, download a Vendor Form, fill it out, and return it to the Maine Arts Commission by mail, email, or fax.
- **For past applicants:** If your contact information has changed in the past year, you will need to fill out a new Vendor Form with your updates.

The Maine Arts Commission reserves the right to use submitted materials in the non-commercial promotion of the artist and/or Maine Arts Commission programs.

Review Process

Submitted applications are reviewed by Agency staff for completion, eligibility, and adherence to the funding guidelines. Compliant applications are read by a diverse panel of Maine arts and culture professionals with appropriate expertise related to the grant program. Panelists submit scores based on the review criteria. Award recommendations, based on scoring and available funds, are submitted to the Maine Arts Commission members at their bimonthly meeting for final approval. All applicants are soon notified of the awards and how to access review meeting notes.

Awards

The delivery of funds may take up to six months from the time of award notification. This means that grant awards may be used to reimburse costs which have been incurred for the project after the grant has been approved but prior to funds being disbursed, as long as it takes place within the award cycle.

All applicants are notified of their award status (approved or declined) via email. Successful applicants also receive emails with documents and instructions on award acceptance. Awardees are listed on the Maine Arts Commission website.

Final Reports

Final Reports are required no later than two weeks after the end-date of the award cycle, but it is recommended that they be submitted just after the conclusion of the project. The Final Report Form can be accessed by revisiting your application in the Application Portal.



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Final Reports include a progress summary, a recap of actual expenses, how many people saw or were involved in the project, and a section to upload materials. Awardees are also invited to complete a brief survey offering feedback to the Agency about their experience. The Maine Arts Commission relies on Final Reports:

- to inform the National Endowment of the Arts and the State how public funds are used,
- to become more knowledgeable about Maine creative work,
- and as a resource to promote the State arts community.

Ask for Help

The staff at the Maine Arts Commission are ready to help as you prepare your application and navigate the Application Portal. We especially encourage first-time applicants and those new to grant writing to contact us for assistance. For more information, visit our staff directory:

<https://mainearts.maine.gov/pages/general/contact-us>

Accessibility

Grant information can be made available in large print format or other languages by request. All Maine Arts Commission programs are accessible to people with disabilities. All programs funded by the Maine Arts Commission must also be accessible. To learn more, the NEA offers an accessibility self-assessment checklist:

<https://www.arts.gov/sites/default/files/BriefChecklist-February2020.pdf> Please direct questions about agency accessibility and accommodation to Kerstin Gilg, at Kerstin.gilg@maine.gov or 207-287-6719.